**LETTER TEMPLATE**

**LETTER OF INTRODUCTION FOR SOMEONE ELSE**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

Dear **[Recipient’s first name],**

I hope everything’s going well with you.

I am writing to introduce **[person’s full name], [how you know the person]. [Person’s first name]** is **[description of the person — job title, area of interest, etc.]**

Because of your background in **[relevant subject],** I thought you might be the perfect person to talk to **[person’s first name].**

I have cc would **[him/her/them]** on this email, but you can also contact **[person’s first name]** at **[alternate email]** or **[phone number].**

Thanks for taking the time to look this over and I know **[person’s first name]** looks forward to hearing from you.

Thanks again,

Sincerely,

**[Yours Signature]**

**[Your name]**